

Request for Proposal
Incident Management - Alternative Route Plan
for
San Mateo County

City/County Association of Governments of San Mateo County
(C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

December 27, 2006

For further information contact:
John Hoang
Phone: 650 363-4105
Fax: 650 361-8227
E-Mail: jhoang@co.sanmateo.ca.us

***Request For Proposal
Incident Management - Alternative Route Plan
for San Mateo County***

The City/County Association of Governments (C/CAG) of San Mateo County, a Joint Powers Agency composed of the County of San Mateo and all twenty cities within the County, invites your firm to submit a proposal for developing the Incident Management - Alternative Route Plan for San Mateo County.

Proposals must be received **NO LATER THAN 5:00 P.M., Friday, January 19, 2007.** Five (5) copies of your materials should be mailed, delivered or e-mailed to:

City/County Association of Governments (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

Attention: John Hoang
Phone: 650 363-4105
Fax: 650 361-8227
E-mail: jhoang@co.sanmateo.ca.us

SUBMITTAL REQUIREMENTS

Each submittal must include the information listed below. This information should be confined to **no more than five pages** excluding resumes of staff members and references.

1. **Project Understanding/Approach:** Briefly present your firm's understanding of the project and address how your firm will approach all of the major elements of the proposed scope of work as included in "Attachment A" of this Request for Proposal. Please include additional task(s) that you consider may add value to the final report.
2. **Schedule:** Provide a project schedule that illustrates key project milestones for accomplishing the work in the proposed scope of work.
3. **Experience:** Briefly identify any past experience you have had with developing ITS, Incident Management and Alternative Route Plans and related projects. In addition, indicate any past experiences your firm has in performing work for C/CAG.
4. **Qualifications:** Identify the qualifications of your staff assigned to develop the Incident Management - Alternative Route Plan for San Mateo County. Brief resumes of key staff may also be included. Please identify the individual who will be the primary point of contact (project

manager) and the backup individual.

5. References: Provide a list of references, including contact information, for agencies that you have developed ITS, Incident Management, Alternative Route Plans, and/or related projects for.
6. Cost Estimate: Provide a rate schedule of costs for this project including personnel rates, overhead rates, and any other cost items.

Consultant shall be prepared to enter into the contract agreement as stated in “Attachment B”.

A copy of the San Mateo County ITS Strategic Plan is available for your information and can be obtained by contacting the C/CAG Project Manager. As indicated in the tentative schedule below, it is expected that the recommendation for the selection of a consultant will be presented to the C/CAG Board for approval on March 8, 2007.

TENTATIVE SCHEDULE FOR THE REVIEW PROCESS

January 22-26, 2007	A panel will review and rank all proposals. Up to three applicants may be selected for interviews.
January 29-31, 2007	Interviews may be held with the review panel. Proposers (Project Team) selected for an interview must be available during this period.
February 1-6, 2007	The Incident Management Committee reviews the consultant selection and approves recommendation to the CMP TAC.
February 15, 2007	The CMP TAC reviews and approves for recommendations to the C/CAG Board.
March 8, 2007	Recommendations of the TAC will be presented to the C/CAG Board for final approval.

ATTACHMENT A

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
INCIDENT MANAGEMENT – ALTERNATIVE ROUTE PLAN
FOR SAN MATEO COUNTY**

**SCOPE OF WORK
December 27, 2006**

BACKGROUND

The San Mateo County Intelligent Transportation System (ITS) Strategic Plan, completed in 2005, provides an overall framework for the development, implementation, and integration of ITS applications within the County. The Plan identified and prioritized various ITS projects within the categories of freeway management, arterial management, transit management, emergency and incident management, parking management, traveler information, and other supporting elements. Based on recommendations and priorities indicated from the Strategic Plan, C/CAG is developing key projects indicated in the Strategic Plan, one of which is Incident Management. The first phases of the Incident Management project focuses on the development and implementation of the alternative route plan.

In July 2006, C/CAG initiated a project to develop Alternative Route Plans for US 101 within the County lines and the I-280 segment between US 101 and I-380. C/CAG has been working closely with agencies such as local cities' public works, police, and fire departments in addition to Caltrans, CHP, MTC, and the San Mateo County's OES. An Incident Management Committee consisting of stakeholders indicated above has been established and the project development process started.

C/CAG is seeking a qualified consultant to provide technical assistance in development of the Alternative Route Plan. In addition, the consultant is also expected to provide expertise in the development and integration of other ITS and Incident Management projects and strategies specific for San Mateo County and as stated in the ITS Strategic Plan.

PROJECT DESCRIPTION

The project is to develop a formalized traffic incident management plan for preplanned alternative routes to be utilized in instances of major traffic incidents on the freeway system that results in roadway closures for an extended period of time. For this project, the focus will be on traffic management and establishing alternative route plans for US 101 and portions of I-280 in San Mateo County. These routes will be utilized for the duration of the traffic incident and until the freeway segment is reopened to traffic.

Incident management plans typically addresses incident detection, verification, response,

clearing, site management, recovery, and traffic management. The alternative route planning process will focus on identification of alternative routes and the roles and responsibilities of local and state law enforcements and transportation agencies as well as local fire departments and public works departments in response to incidents that significantly disrupt normal traffic operations. The results will be a coordinated and planned approach for implementing traffic management strategies for minimizing the effects of complete roadway closure on the freeway system.

Associated with the alternative route plan will be the development of performance criteria to measure the effectiveness of the established objectives, benefits and training materials. A listing of ITS infrastructure improvement projects, prioritized by components and agencies, will also be developed to establish near-term and long-term ITS related capital improvement project opportunities that will enhance inter-jurisdiction traffic system coordination and operations. Once the Alternative Route Plan is developed and implemented, C/CAG will explore “next steps” strategies and proceed with the development of additional incident management projects as they relate to other ITS components within the County.

SCOPE OF WORK

Task 1.General / Project Management

Consultant will meet with C/CAG Project Manager to review project scope and refine project objectives, process, deliverables, and other related issues. Consultant will attend Incident Management Committee Meetings and assist with preparing meeting materials (i.e., project status updates, presentations, GIS mapping). Currently meetings are set monthly or on an as needed basis.

Deliverables: Detailed Scope of Work
Committee Meeting Agendas, Materials, and Minutes

Task 2. Alternative Route Plan

The process of developing alternative routes is currently in progress. Consultant will provide services to develop the Alternative Route Plan for San Mateo County for the complete segment of US 101 within the County lines and for I-280 between the San Francisco County line and I-380. The plan will consist of the selection and evaluation of alternative routes, development of alternative route plan content and implementation guidelines, and development of the traffic management plan which includes identification of traffic control measures and information dissemination processes for motorist notification. Consultant will develop detailed maps, traffic control plans, and traveler information schemes, and plan administration processes for the identified alternative routes. (Note that preliminary alternative routes for US 101 have already been determined)

The Plan will include all applicable field manuals, guides, and reference materials and the final format will be made available in both hard copy and electronic formats that are easily accessible and useable.

Deliverables: Alternative Route Plan for US 101
Alternative Route Plan for I-280

Task 3. Interagency Agreement/MOU

Consultant will draft an interagency agreement/memorandum of understanding between all participating agencies and jurisdictions for funding, operations, on-going maintenance, and management elements of the Alternative Route Plan. Consultant will assist C/CAG staff with agency coordination and consensus building to support the adoption of agreements and will consider existing agency procedures in relations to the objectives of the Plan. Agencies will include but are not limited to C/CAG, city public works departments, fire departments, police departments, Caltrans, CHP, and the San Mateo County OES.

Deliverables: Interagency Agreements/Memorandum of Understanding

Task 4. Alternative Route Infrastructure Improvement Plan

Based on the established Alternative Route, Consultant will identify current resources and future infrastructure capital improvement opportunities. Individual elements will be categorized by component types (e.g., ITS infrastructure, CCTV, dynamic message signs, CAD, TMC). In conjunction with the alternative routes that have been established, Consultant will refer to the ITS Strategic Plan and establish a list of potential projects that improves and enhance the operations of implemented alternative routes. The results will include identification of potential ITS infrastructure projects describing the type, location, and overall systems integration opportunities. Projects will be prioritized and categorized by City/Agency and will include high-level costs and preliminary implementation schedules. Consultant will identify grants and funding opportunities for a capital improvement projects. Consultant will identify “next steps” and develop a framework to address system expansion with the Bay Area region.

Deliverables: Project list of Capital Improvement Projects for Alternative Routes
Preliminary Cost Estimates and Implementation Schedule
Grants and Funding Opportunities Report

Task 5. Training Program and Workshop

Based on the results of the final Alternative Route Plan, Consultant will develop a training program for key field personnel that documents inter-agency communication and roles in responding to non-recurring traffic incidents including considerations for elements such as incident detection, verification, motorist information, response, site management, traffic management and clearance as well as agency operating procedures. Technical documentation and presentations will be developed for multi-jurisdictional training purposes. Consultant will include an implementation plan to layout how the training will be accomplished.

Deliverables: Training workshop and materials (up to two sessions)

Task 6. Alternative Route Plan Performance Measures

Consultant will develop performance measures for the Plan objectives by identifying countywide incident management performance measures, performance expectations, and outcomes. The measures will track the program's effectiveness through an evaluation process. Consultant will establish a framework and plan that the County will use to measure its effectiveness in responding to and managing non-recurring traffic incidents on the freeway. The results will identify targets and goals, process for reviewing expectations, and procedure to make improvements to meet desired outcome. Consultant will also identify maintenance strategies on how to routinely update the Incident Management Plan once it is implemented.

Deliverables: Performance Measure Guidelines

Task 7. Strategies for Freeway Management During Emergencies and Evacuations

Consultant will examine current practices and procedures within San Mateo County and the Bay Area region relating to evacuation plans and traffic management for large venues and special events. Consultant will develop strategies that may be added to the Incident Management Plan. The strategies will include overall emergency management options and solutions that addresses organizational and strategic elements needed in the development of emergency evacuation plans for selected venues located within San Mateo County.

Deliverables: Emergency Management and Evacuation Strategies

ATTACHMENT B

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS AND _____

This Agreement entered this ____ Day of _____, 2007, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans, hereinafter called "C/CAG" and _____, hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, C/CAG is a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans; and,

WHEREAS, C/CAG is prepared to award funding for developing the Incident Management – Alternative Route Plan for San Mateo County; and

WHEREAS, C/CAG has determined that Contractor has the requisite qualifications to perform this work.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Consultant agrees to perform the services described in Exhibit A.
2. Payments. In consideration of Contractor providing the assistance and services authorized by C/CAG staff, C/CAG shall reimburse Consultant based on acceptance of deliverables and cost rates set forth in Exhibit A up to a maximum amount of _____.
3. Relationship of the Parties. It is understood that this is an Agreement by and between Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of C/CAG, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.
5. Contract Term. This Agreement shall be in effect as of _____ and shall terminate on _____; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days' notice to

Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all services provided to the date of termination.

6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG from all claims, suits or actions resulting from the performance by Contractor of its duties under this Agreement. C/CAG shall indemnify and save harmless Contractor from all claims, suits or actions resulting from the performance by C/CAG of its duties under this Agreement.

The duty of the parties to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. Insurance: Contractor or its subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.

Workers' Compensation and Employer Liability Insurance: Contractor shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect the Alliance, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by the Contractor or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

8. Non-discrimination. The Contractor and its subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
9. Accessibility of Services to Disabled Persons. The Contractor, not C/CAG, shall be responsible for compliance with all applicable requirements regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
10. Substitutions: If particular people are identified in this Agreement as providing services under this Agreement, the Contractor will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.
11. Sole Property of C/CAG: Any system or documents developed, produced or provided under this Agreement shall become the sole property of C/CAG.
12. Agreement Renewal. This Agreement may be renewed for an additional two (2) years upon approval by the C/CAG Board and Contractor.
13. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.

14. Merger Clause. This Agreement, including Exhibit A attached hereto and incorporated

herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the C/CAG Chairperson. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.

15. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

Contractor

By _____

Date

Contractor Legal Counsel

By _____

City/County Association of Governments (C/CAG)

By _____

James M. Vreeland, Jr.
C/CAG Chairman

Date

C/CAG Legal Counsel

By _____

Miruni Soosaipillai, C/CAG Counsel

